

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.  
MINUTES OF THE BOARD MEETING OF JANUARY 19, 2021  
(Held Remotely Via Zoom)

CALL TO ORDER

Mr. Vieg called the meeting to order at 7:03 p.m.

ATTENDANCE

In attendance were:

Clayton Vieg, President  
Tina Ward, Vice-President  
Robert Cooper, Treasurer  
Kenneth Frye, Asst. Secretary/Treasurer  
Lara Mitchka, Board Member  
Charlie Wood, Board Member  
Dana Neese-Paxton, Community Manager  
Wanda Walsh, Assistant Community Manager  
Marlith Oporto-Rossy, Covenants Inspector

Absent:

Colin Hall, Secretary

READING AND APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2020  
BOARD MEETING

The minutes of the December 15, 2020 Board meeting were reviewed by the Board. Mr. Wood made a motion to approve the minutes as presented; Mr. Cooper seconded the motion. The minutes were approved by a unanimous vote of the Board members present.

TREASURER'S REPORT

Mr. Cooper presented the Treasurer's Report to provide an overview of the accounts as follows:

- Operating: \$736,838.17
- Reserve Checking: \$386,563.86
- T-Bills: \$600,000.00
- Investments: \$3,751,881.98

Mr. Frye asked what would be done to bring the Reserve Checking and Operating Account balances down so that they are covered by the FDIC. Due to the lengthy agenda, Mr. Vieg felt that the discussion should be tabled until a later time.

HOMEOWNER'S FORUM

No homeowners were present for the Homeowner's Forum portion of the meeting.

COVENANTS VIOLATION BOARD HEARINGS

Mr. Vieg noted that two homeowners were present at the meeting who wished to

discuss their covenants violation letters. Mr. Vieg informed the Board of the process that would be followed during the public hearings portion of the meeting stating that he would have Ms. Neese-Paxton read the violations and present pictures of the violations and then each homeowner would be given five minutes to speak. When done, the Board would be given an opportunity to ask questions of the homeowners.

Mr. J.T. McDonnell, 7903 Hill Stream Court, addressed the Board regarding the Board Hearing Notice he received for driveway and siding maintenance issues. Mr. McDonnell informed the Board that he planned on getting the work done when warmer weather was available and described how he planned to complete it. The Board discussed the plan with Mr. McDonnell and his daughter, Mandy, and suggested some improvements to it. Although a specific plan for fixing the issues was not agreed to, Mr. McDonnell agreed to have the problems corrected by May 1, 2021.

Mr. Andrew O'Connor, 8673 Rising Creek Court, addressed the Board regarding the Board Hearing Notice he received for a missing screen and deck maintenance. Mr. O'Connor said that he will take care of the two violations by removing all of the screens on the rear of the home and the wooden deck. Mr. O'Connor asked for a couple weeks to get the deck removed and properly disposed of. Mr. O'Connor was given until May 1, 2021 to have the violations corrected.

#### RECESS INTO EXECUTIVE SESSION TO DISCUSS HEARINGS

Mr. Cooper made a motion to adjourn into Executive Session to discuss the Board Hearing Notices. Mr. Frye seconded the motion. The meeting was adjourned into Executive Session at 9:02 p.m. following a unanimous vote.

#### RECONVENE/VOTE ON DECISIONS MADE

The Board meeting was reconvened at 9:27 p.m.

Mr. Wood made a motion to implement the actions (suggested enforcement) discussed for each property during the Executive Session found to remain out of compliance and who have not communicated a plan of action to resolve property maintenance violations. Ms. Ward seconded the motion. The motion passed with a unanimous vote.

For the following properties, the consensus of the Board was to impose a 60-day suspension of membership privileges (the right to use the pool, rent the Community Center, and use the tennis/basketball courts) starting on June 1, 2021:

- 8467 Falling Leaf Road: Driveway maintenance, missing screens, and shutter maintenance
- 8467 Great Lake Lane: Foundation paint is peeling and house trim (band

- board) in need of maintenance
- 8134 Winter Blue Court: Missing shutter, driveway, gutter, rear sliding door trim, front door kick plate, and rear window trim maintenance; air conditioning unit (no application on file); deck stain (unevenly applied); trash/recycling bin stored in public view; siding needs to be cleaned; front and rear window screens are damaged; front and rear windows are broken; rear window grids are missing; and landscape maintenance (areas of bare dirt)
- 8466 Yellow Leaf Court: Siding maintenance (missing section) and fence constructed differently than what was applied for (finished side is facing inside instead of the finished side facing out)

For the following properties, the consensus of the Board was to impose a 60-day suspension of membership privileges (the right to use the pool, rent the Community Center, and use the tennis/basketball courts) starting on June 1, 2021. It was also the consensus of the Board to impose a 60-day suspension of parking privileges (the right to park in their reserved parking spaces) by removing the house numbers on their assigned spaces:

- 8306 Bark Tree Court: Front door paint chipped and excessively faded, solid board fence (no application on file - only board-on-board style is approved for use) and one slat has fallen off, and rear patio in need of maintenance
- 8256 Burning Forest Court: Front lower window box trim is damaged and shed (no application on file)
- 8658 Hickory Ridge Court: Fence maintenance
- 8498 Lazy Creek Court: Front stoop maintenance
- 8135 Parkdale Court: Shutter and fence maintenance, front stoop erosion, and missing window screen
- 8657 Rising Creek Court: Window grids
- 6303 Sunset Terrace: Front stoop/walkway maintenance (blue paint is peeling)

For 8357 Rocky Forge Court, the consensus of the Board was to proceed with the enforcement option of "self-help" by directing the Association's handymen to rake and cut the grass and to assess any costs incurred using "self-help" to the property owner. It was also the consensus of the Board to impose a 60-day suspension of parking privileges (the right to park in their reserved parking spaces) by removing the house numbers on their assigned spaces and suspend membership privileges (the right to use the pool, rent the Community Center, and use the tennis/basketball courts).

For 8481 Misty Blue Court, the consensus of the Board was to rescind the denial previously issued by the ARC because the committee has approved the use of a

similar color at other locations since this color was originally denied. An approval letter will be sent.

7903 Hill Stream Court and 8673 Rising Creek Court: Since all of the other properties with violations will not have sanctions imposed until June 1, 2021, the consensus of the Board was to not suspend membership and/or parking privileges for these properties if all of their violations are corrected. Similar penalties will be imposed on these property owners if they do not successfully complete their plans.

The consensus of the Board was to have staff conduct re-inspections of all the properties covered by the Board Hearings by May 1, 2021. If the problems have been corrected by this date, the penalties issued in the hearing results letters will not be implemented.

#### NEW BUSINESS

Review/Adoption of Administrative Resolution No. 1 (Architectural Review Procedures and Guidelines): Satellite Dishes/Exterior Antennas and Car Charging Stations

Mr. Cooper made a motion to approve, as amended, Section Q (Satellite Dishes & Exterior Antennas) of Administrative Resolution No. 1. Mr. Frye seconded the motion. The motion passed with a unanimous vote of the Board members present.

The Board reviewed Section E (Car Charging Stations) of Administrative Resolution No. 1. Since there were questions about the application process for townhouse lots, continued review of the standard was tabled pending further information from the attorneys (legality/liability) as well as Fairfax County (requirements for possible permits).

Review/Adoption of Policy Resolution No. 8 (Voting and Election Procedures)

The Board reviewed Policy Resolution No. 8 which included language from the Association's attorney pertaining to holding the Annual Election Meeting remotely. Further discussion was tabled so that clarification could be received from legal counsel as to how proxies and write-in candidates would be handled in a virtual meeting.

Once clarification was received from the attorney, the consensus of the Board was to either hold a separate meeting on the following Tuesday to review and vote on Policy Resolution No. 8 or to have the members review the resolution and vote online. Mr. Vieg informed the Board that, in order for an online vote to count, it must be unanimous.

### Election Meeting Update

Ms. Neese-Paxton noted that she will provide the Board with an update on the Annual Election Meeting by email.

### Girl Scouts Request for Use of the Community Center Parking Lot

Ms. Neese-Paxton informed the Board of a request from Girl Scout Troop 2343 to use the Community Center parking lot for a drive-through cookie booth. Due to COVID, many stores that normally allow Girl Scouts to have a cookie booth outside of their establishments are not permitting it this year. Because of that, the troops have been trying to find alternative locations for their cookie sales.

Resident, Lisa Pratt, attended the meeting via Zoom to answer the Board's questions and provide the specifics of how the cookie booth would be handled. Ms. Pratt noted that the Girl Scout troop is requesting use of the parking lot on Friday evenings (February 5th and 12th) and Saturday afternoons (February 6th and 13th).

Mr. Cooper made a motion to approve the Girl Scout's request to use the Community Center parking lot for a drive-through cookie booth on the dates proposed by Ms. Pratt. Ms. Ward seconded the motion. The motion passed with a unanimous vote.

### BOARD ITEMS

Mr. Frye informed the Board that the South County Federation approved three resolutions at its January 12, 2021 meeting concerning issues at the closed, construction debris landfill. He voted in favor of two resolutions: one that was seeking a study for additional parking spaces, and a second that wants a list of planned amenities. He did not vote on the resolution that contained numerous questions concerning methane emissions at the site.

Mr. Vieg pointed out that Gloria Barrett's summary of the Mt. Vernon Council (Education Committee) meeting was included in the Board packet for review.

### ADJOURNMENT

Mr. Cooper made a motion to adjourn the meeting; Ms. Mitchka seconded the motion. Following a unanimous vote of the Board members present, the meeting was adjourned at 10:42 p.m.